

HEALTH INFORMATION MANAGEMENT DEPARTMENT

The staff and management of the Health Information Management Department (HIM) support the Facility mission to promote mental health in Southwestern Virginia by assisting people in their recovery.

MISSION: The HIM Department will maintain records of all patients in a safe, organized and readily retrieval manner, facilitate an efficient admission process, provide input to and assure accuracy of the patient information system, compile and report census and statistical information, provide centralized transcription service for all disciplines, coordinate the commitment/recommitment process, and provide patient information to other agencies for continuity of care and assistance for the patient and reimbursement for the facility.

The HIM Department, located on the L-Hallway of the Bagley Building, is comprised of the main Department, the File Room and the Admitting Office.

The ongoing functions of the HIM Department include the following:

- Analysis of the Medical Record
- Census and statistical Reporting
- Coordination of Court Hearings
- Data entry and auditing of the Patient Information System (Avatar)
- Diagnosis Coding
- File Room Management and Staff Assistance
- Medical Record Maintenance
- Medical Record Security
- New Employee Medical Record Orientation
- Patient Admission Process
- Quality Management Reporting
- Release of Protected Health Information
- Retention and Storage of the Medical Record
- Transcription Service

Notary Services is also available. Contact Teresa McClure at extension 479 or Linda Parks at extension 475.